2014

ePlan Review is a web-based solution that will allow building plans to be submitted electronically, improve the plan review cycle, reduce costs associated with obtaining residential and commercial construction permits, as well as support green initiatives.

City of Gresham ePlan Review Applicant User Guide Submitting a Project

ePlan

Electronic Review

City of Gresham Contact Information

Community Development

Permit Services
Building Division
(503)618-2845

Version 4

City of Gresham

May 2014

Table of Contents – Submitting a Project

This guide provides you with the necessary information to submit your project for review, including how to upload drawings and documents and pay plan review fees.
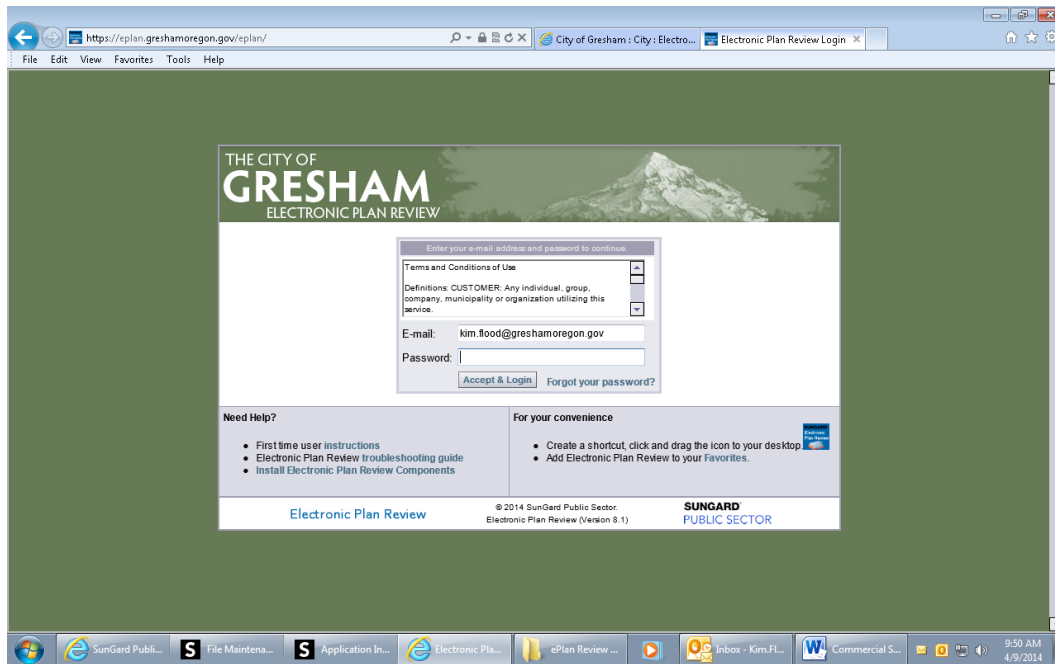
Don't Forget – when you see***, we are bringing your attention to specific information you need in order to aid in the success of your project.
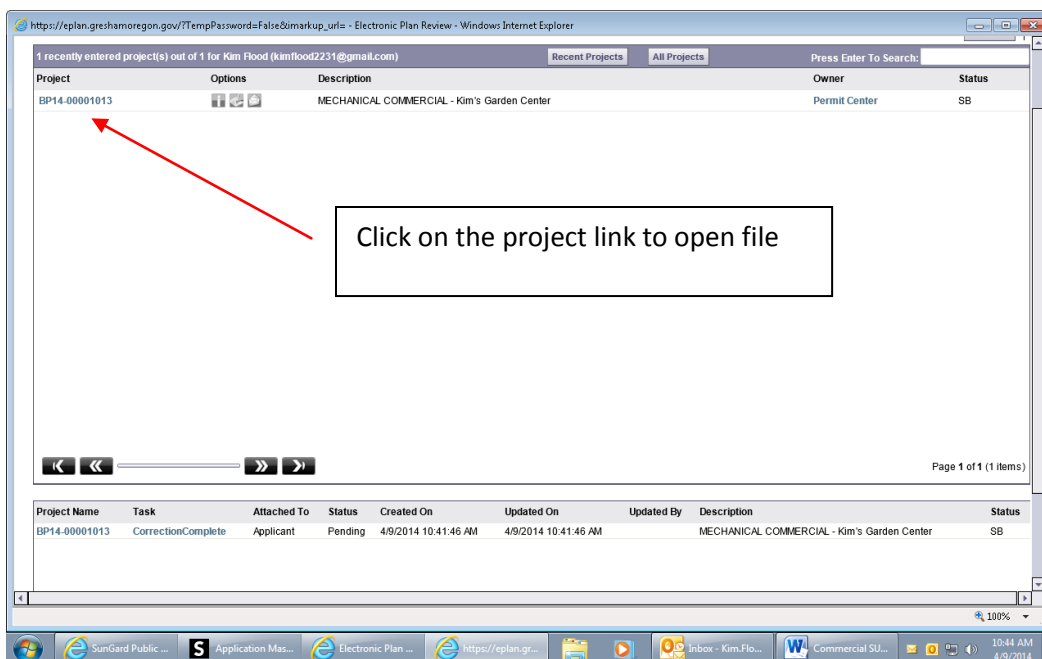
Submitting a Project

1. Log into ePlan Review. https://eplan.greshamoregon.gov

2. Any projects you have access to will display in the list. Any outstanding tasks that require your action are displayed in the area below the project list. Select the specific project that corresponds to the plans you will be uploading. The projects are listed in order by application number (i.e., BP14-00000116).

You will see 5 folders:

➢ Drawings– you will upload drawings (individually) to the drawings folder. ***Once plan review is started, you will not be able to upload further drawings until all plan reviewers are approved or waiting revisions. ***

➢ Documents-you will upload documents (permit applications, checklist, calcs, etc.) to the documents folder. ***Once plan review is started, you will not be able to upload further documents until all plan reviewers are approved or waiting revisions***

➢ Approved-once a project is approved and permits issued, you will download all drawings and documents from this folder, print them and ensure they are on the job site. ***Missing drawings and/or documents will result in disapproved inspections. ***

➢ Amended Construction Docs (Field Revisions)-use this folder to request changes to approved plans or documents. The changes will be reviewed by the plan reviewer and, if approved, moved to the Approved folder for placement in the field.

➢ EForm Attachments-These are documents that any of the Plan Reviewers attach for you. This may be a Special Inspection Agreement form, Permit Application or Storm Water agreement, etc.

3. Click the *Drawings* folder or *Documents* folder.
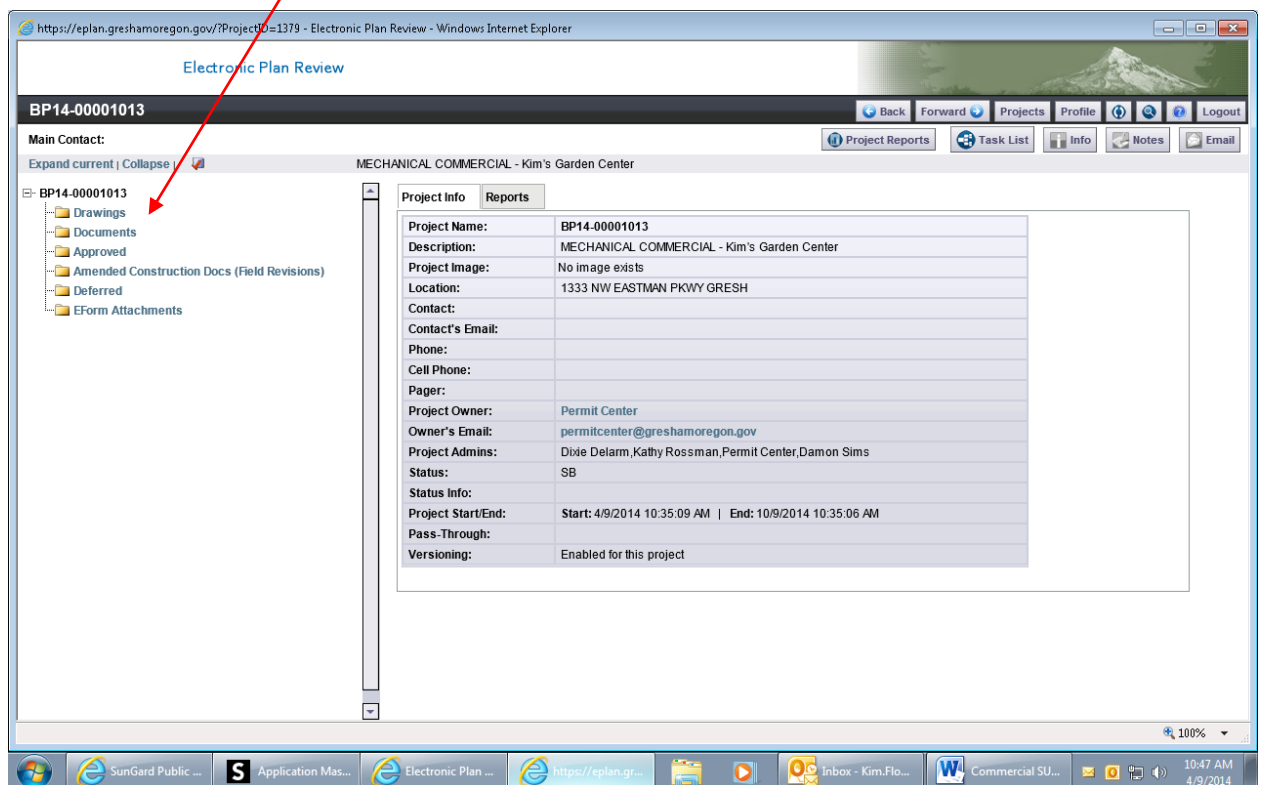
4. Click on the **Upload Files** button to upload your project files (drawings to the drawing folder, all documents, permit applications, calculations, etc. to the documents folder).
    a. Drawings must be uploaded as "landscape" orientation, documents as "portrait" orientation.
    b. *****Drawings must be uploaded with each drawing uploaded individually. *****
    c. Documents can be uploaded as one file.
5. Click the browse button and browse to the location of the drawing(s) or document(s) to be uploaded.
6. Select the file location on your computer or server. Select or highlight the files you want to upload; multiple files can be selected by using your Shift or Ctrl keys.
7. Click the Open button.
8. The files will then be copied to the upload window shown below.
9. Click the **Close** button. (Depending on the file size and/or the number of files you upload, this may таке some time.)
10. Click on the **Upload Now** button to close out of the '*file upload complete'* dialog box.
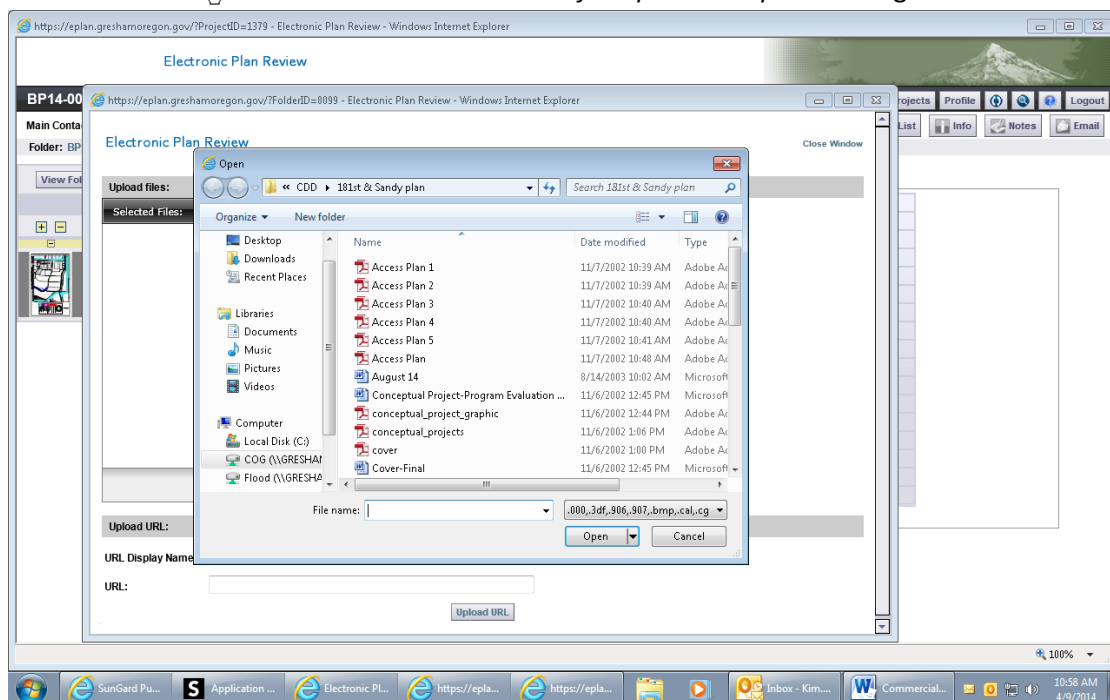
Once the files are uploaded to the correct folder(s), (Drawings into the Drawings folder and Documents/Exhibits/Reports/Letters into the Documents folder), the folder list will be replaced by thumbnail images of each file contained in the folder. Under each thumbnail, the file name, author, date, and any relevant file icons will be displayed.

Congratulations! You have successfully finished the initial process of submitting your drawings and documents electronically.

***Please send an email to <u>ePlanreview@greshamoregon.gov</u> after you have finished uploading your files.   The subject line should state "Uploading Complete/project # (14- NNNN)". *** You will only send this email during initial upload. All other notifications are automated.

Prescreening Process

Once all drawings and documents are uploaded, the Permit Tech (Submissions Coordinator) will prescreen your project to determine if submittal requirements have been met and plan review can begin. We prescreen to ensure:

> ➢ Drawing pages have been uploaded individually
> ➢ Commercial checklist and building permit application are uploaded to the documents folder
> ➢ Deferred checklist and WSFU fixture count have been uploaded to the documents folder, if applicable

The Permit Tech then calculates plan review fees, based on information received from the Building Plans Examiner, for your project.

The Permit Tech will email you with any outstanding items and with your plan review fees. In the email you will have the link (below) so you can pay your fees.

Paying Plan Check Fees

1. Before plan review can begin, plan review fees must be paid. Plan review fees may include building and fire and life/safety fees. You can pay your plan review fees through our 3rd party vendor, Official Payments.
   a. The fee for an electronic check is $1.95 per $25,000
   b. The fee for a debit card is 1% of the transaction.
   c. The fee for credit card is 2.5% of the transaction. You can use Visa, MasterCard or Discover.

   To use this convenient alternative to mailing a check or having one sent by messenger, click on the link <u>Pay ePlan Review fees</u> found in your email. You must provide the amount due, project name and address, and the application number BP14-0000NNNN. The City of Gresham will be notified via email the next morning of your payment.

Once you have paid your fees the Permit Tech will start the workflow and you will receive an email that the prescreening has been approved and the formal plan review has begun.